



COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF ENVIRONMENTAL AFFAIRS  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
ONE WINTER STREET, BOSTON, MA 02108 617-292-5500

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Lieutenant Governor

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ROBERT W. GOLLEDGE, Jr.  
Commissioner

December 16, 2003

TRANSIENT NON-COMMUNITY PUBLIC WATER SYSTEM ANNUAL STATISTICAL REPORT FOR  
DRINKING WATER VENDING MACHINES

Dear Public Water Supplier:

Enclosed are your 2003 Public Water System Annual Statistical Report form for Drinking Water Vending Machine and Comprehensive Report with Violation Addendum and/or Open Enforcement/Inspection Actions Report. Not all systems receive a Violation Addendum or an Open Enforcement/Inspection Actions Report. These forms must be completed and postmarked by **February 29, 2004**. You are required to submit this report annually.

**Please read the instructions on the reverse side carefully before completing these forms.**

Your water system is classified by DEP as a Transient Non-Community Public Water System (TNC) because you supply drinking water for at least 60 days of the year to either at least 25 different persons or your water system has at least 15 service connections. If you believe the criterion does not apply to you, please contact a DEP regional office (see below) for further information and a review of your status.

By completing and returning the Annual Statistical Report Forms and corrected Comprehensive Report to the Department by February 29, 2004, you will have fulfilled your annual reporting requirements as a registered Public Water System, in accordance with Massachusetts Drinking Water Regulations 310 CMR 22.15. Prompt and accurate submittals also assist DEP in planning and implementing its drinking water programs and establishing your Safe Drinking Water Act Assessment. If you fail to complete and return these forms, you will be subject to enforcement actions.

Thank you for working with the Drinking Water Program to protect Massachusetts' drinking water. This report form is now available in two formats from DEP's web site. Go to <http://www.mass.gov/dep/brp/dws/dwsforms.htm> and then click 'Statistical Reporting.' The pdf file can be downloaded, manually completed and returned by mail to DEP. The Microsoft Word file can be downloaded, completed on a computer, printed, signed and returned by mail to DEP. If you have any questions, comments or suggestions about these forms, please contact Mr. Mark T. Bolivar at (617) 292-5527 or the Drinking Water Program's Water Quality Assurance Section at (617) 292-5770.

Very Truly Yours,

David Y. Terry, Program Director  
Drinking Water Program

Attachments: Annual Statistical Report and Attachments  
Comprehensive Report with Violation Addendum and Open Enforcement/Inspection Actions Report

This information is available in alternate format by calling our ADA Coordinator at (617) 574-6872.

DEP on the World Wide Web: <http://www.mass.gov/dep>

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## Directions for Completing the 2003 Statistical Report

1. Type or print your responses in Sections A-C legibly in black ink.
2. Review the Public Water System Comprehensive Report with Violation Addendum (if attached). Make corrections directly on this report. If possible highlight the corrections. When you make a change directly on the Comprehensive Report, you do not need to duplicate that same information on this year's statistical report form. Simply write "SA", (see attached), for those questions. Review the Open Enforcement/Inspection Actions Report and contact your DEP regional technical assistance provider listed below to correct or resolve any issues.
3. Complete the 2003 Annual Public Water System Statistical Report pages. Some questions have an option to check "No Change". This should only be checked if the question is the same as that on the Public Water System Comprehensive Report. Do not leave any questions blank. The spaces provided should be completed in full, marked "SA" (see attached) or have No Change checked.
4. Include your public water system identification number (PWS ID#) on all forms. Your PWS ID# is the seven-digit number that appears on the mailing label.
5. Sign the certification statement in Section C of the Annual Public Water System Statistical Report.
6. Return to DEP **February 29, 2004** (must be postmarked by this date):
  - **Two copies of the Statistical Report.** One of the copies of the statistical report must have an original signature, and
  - **Two copies of the Comprehensive Report with Violation Addendum and Open Enforcement/Inspection Actions Report.** (if attached)
7. Mail copies to:

Department of Environmental Protection  
Drinking Water Program, Attn: TNC VEND STATS  
One Winter Street, 6<sup>th</sup> Floor  
Boston, MA 02108
8. Remember to keep a completed copy of this package for your own files.

If you need help understanding the type of data requested, please contact your regional technical assistance provider:

If your PWS ID# begins with a number one (1) call the Western Regional Office (Springfield):

Mike McGrath.....(413) 755-2202 or Daniel Laprade.....(413) 755-2289

If your PWS ID# begins with a number two (2) call the Central Regional Office (Worcester)

Paul Anderson.....(508) 767-2802 or Kelly Momberger..... (508) 849-4023

If your PWS ID# begins with a number three (3) call the Northeast Regional Office (Boston)

William Zahoruiko.....(617) 654-6539 or Hilary Jean.....(617) 654-6532

If your PWS ID# begins with a number four (4) call the Southeast Regional Office (Lakeville)

Scott Lussier .....(508) 946-2732 or Daniel DiSalvio.....(508) 946-2793

## Directions for Completing the Electronic Version of the Form

1. The form requires an IBM compatible computer and Microsoft Word97 or a more recent version of Word. If you do not have an IBM compatible computer and Microsoft Word97 or higher, please use the paper version of the form or the pdf version of the form on DEP's web site. Both the electronic version of the form and the pdf version of the form can be downloaded at <http://www.mass.gov/dep/brp/dws/dwsforms.htm> under 'Statistical Reporting.'
2. Improve the look of the form by ensuring the gridlines in Microsoft Word are turned off. To turn off the gridlines, open Word, go to the Table menu, and click on Hide Gridlines.
3. To navigate through the form or move from question to question:
  - Forward: Use the tab key or the right arrow key.
  - Backward: Hold down the shift key and the tab key at the same time or use the back arrow key.
  - Reposition: Use the mouse to point and click. If the enter key is pressed, you will need to press the backspace key to return to the visible field you were typing in.